

Changing your child's current school What do I do next?

A. You have been offered your preferred school.

Please contact the school as quickly as possible to enrol your child. If you delay contacting the school to accept the offer, you could lose the place. The offer is only guaranteed for 10 days from the date of the offer letter or for the start of the term for which you have been offered.

B. You have been offered a lower preference school.

1. If you have applied for a place at more than one school, we have offered a place at the highest preference that can be met. If you do not wish to accept this place, then please contact the school directly.
2. You can appeal against the refusal of your higher preference school(s) and information is available on the website along with an appeal form that you can submit online for most schools. Please read the appeal guidance carefully, particularly if your offer letter indicates an infant class size refusal. This is because Government legislation has restricted the power of appeal panels to uphold a parent's appeal if admitting more children to the school will take the infant class sizes to over 30 pupils (now or in the future).
3. You can apply for other schools via the Changing your child's school link on our website.
4. You can ask for your child to be placed on the school's waiting list, where they hold a list, (Academy, Foundation or VA schools only), or you can register your child on the continued interest list (Community or Controlled schools only). Contact the admissions team for a registration form.

C. You have been offered a school that is not one of your preferences.

If you have changed address and provided us with address evidence and we cannot offer one of your preferences, then we have allocated a place at the nearest Essex school to your home address that had a spare place. If you wish to refuse this offer then contact the school directly. You can still appeal against the refusal of your preferences or apply for other schools as mentioned above

D. Your application has been refused and your child still does not have a school place.

1. If your refusal letter asks you to provide address evidence then it is important that you do so as quickly as possible. Once we receive this we will try and find your child a school place.
2. Remember, you still have the right to appeal against the refusal of your preferences, to apply for more schools and to ask for your child to be registered on the school's waiting list or the Local Authority's continued interest list (community / controlled schools only).
3. If you want to change your child's school and this is not because you have moved to a different area but you believe that your child needs a fresh start in a new school, then discuss this with your child's current Headteacher who may be able to assist you.

E. Can I get home to school transport?

Information about eligibility for Home to School Transport is available on our website at www.essex.gov.uk/schooltransport.

F. Further Information

1. Full details of our procedures and admission policies can be found in the Primary Education in Essex booklet and the School Admission Policies Directories. These booklets are updated annually and are available on our website www.essex.gov.uk/admissions.